

F.No. 1-10/2015-S&S
Government of India
Ministry of Human Resource Development
Department of Higher Education
(S&S Section)

New Delhi, the 25th May, 2015

TENDER DOCUMENT

Subject : Maintenance of the staff car fleet attached in Ministry of Human Resource Development– Maintenance Contract

Date of issue of Tender Document	:	29.05. 2015
Last Date & time for submission of Tender Document	:	19.06.2015 upto 3.00 PM
Date & time for opening of Tender Document		
Technical Bids	:	19.06.2015 at 3.30 PM
Financial Bids of eligible Tenderers	:	Would be indicated later.

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F.No. 1-10/2015-S&S
Government of India
Ministry of Human Resource Development
Department of Higher Education
(S&S Section)

Shastri Bhawan, New Delhi-110 001
Dated the 25th May, 2015

1. e-TENDER NOTICE

(Annual Maintenance Contract for servicing/repair/maintenance of Staff Cars of MHRD)

E-tenders are invited by the Ministry of Human Resource Development in two bid system (i.e. **Part-I: Technical Bid and Part II: Financial Bid**) from reputed Firms/ service centres engaged in the Servicing/overhauling & repairs of cars (Maruti SX-4, Indigo, Ambassador, Hyundai Accent & Toyota Etios). Firms *located in Delhi/New Delhi (within the periphery of 15 Kms. from Shastri Bhawan)* having an experience of at least 3 (three) years in the maintenance / service of cars and with business turnover of not less than Rs 10 lakhs per annum during the last 3 years may apply. The Contract can be extended further for two years, one year at a time subject to mutual consent / agreement on the same terms and conditions.

2. The tender documents can be downloaded from the website <http://eprocure.gov.in/eprocure/app> from 29.05.2015 to 19.06.2015 (upto 3.00 PM).

3. The interested service providers may submit the tenders online at <http://eprocure.gov.in/eprocure/app> in two-bid system (i.e. Part-I: Technical Bid and Part II: Financial Bid) in the prescribed proforma. Tenders are to be submitted only online through e-Procurement portal "<http://eprocure.gov.in/eprocure/app>". All the documents in support of eligibility criteria etc. are also to be scanned and uploaded alongwith the Tender Documents. Tenders sent by any other mode will not be accepted. No tender documents will be accepted after the expiry of stipulated date and time for the purpose under any circumstances what so ever. The price Bid is to be made only in the BOQ and quotation of any firm which will make any price disclosure in document other than BOQ will be summarily rejected.

4. The Earnest Money of Rs.25,000/- (Rupees Twenty Five thousand only) in the form of a Demand Draft/pay order/Fixed Deposit/Bank Guarantee from any commercial bank in an acceptable form in favour of the Pay and Accounts Officer (Education), Department of Higher Education, Shastri Bhawan, New Delhi must be submitted to the Section Officer, S&S-II Section, Room No. 123-C, Shastri Bhawan, New Delhi (Ph No. 23384590) on or before last date/time of bid submission without which the quotations will not be considered. Late receipt of earnest money viz., after closure of online bidding time, or non receipt of earnest money will make the bidder disqualified and that bid will not be considered.


(SANJEEV SHRIVASTVA)

Under Secretary to the Government of India
Tel. No.23073109

2. SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR TENDERERS

1. Ministry of Human Resource Development, Shastri Bhawan, New Delhi requires the services of reputed Firms/ service centres engaged in the Servicing/repairing of Staff cars (Maruti SX-4, Indigo, Ambassador, Hyundai Accent & Toyota Etios).
2. The contract shall be initially for a period of one year from the date of letter of awarding the contract. However, the contract may be extended subsequently, on mutual consent, for a further period of one year at a time (upto a maximum of two extensions of one year each) as may be decided by the competent authority, after review of performance.
3. The interested service providers have submit the tenders through e-procurement portal as per required packet/cover contents.
4. The Earnest Money of Rs.25,000/- (Rupees Twenty Five thousand only) in the form of a Demand Draft/pay order/Fixed Deposit/Bank Guarantee from any commercial bank in an acceptable form in favour of the **Pay and Accounts Officer (Eductaion), Department of Higher Education, ShastriBhavan, New Delhi** has to be submitted to the Section Officer, S&S-II Section, Room No. 123-C, Shastri Bhawan, New Delhi (Ph No. 23384590) on or before last date/time of bid submission. Bids shall not be considered in case the earnest money is not submitted by 19.06.2015 upto 3.00 PM. Late receipt of earnest money viz., after closure of online bidding time, or non receipt of earnest money will make the bidder disqualified and that bid will not be considered.
5. The successful bidder will have to deposit with the Ministry of Human Resource Development, a **Performance Security Deposit of Rs.75000/- (Rupees Seventy Five Thousand only)** in the form of Account Payee Demand Draft, Fixed Deposit, Bank Guarantee from any commercial bank in an acceptable form in favour of the **Pay and Accounts Officer, Department of Education, Shastri Bhavan, New Delhi** for the due fulfilment of the contractual obligations which is refundable without any interest on termination of the contract after deducting any penalty / any liability of any kind imposed by the Ministry of Human Resource Development on account of unsatisfactory services.
6. **Conditional bids shall not be considered and will be rejected summarily.**
7. All entries in the tender form should be legible and filled clearly. If the space provided for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be scanned and uploaded. **No correction either in the Technincal Bids or Financial Bids is permitted. In no case should there be any change in the format of the Financial Bid. The bids submitted in the proforma other than the proforma provided for the purpose, will be rejected summarily.**
8. The technical Bid shall be opened online on the scheduled date and time i.e. **at 3.30 PM on 19.06.2015.**
9. The financial bid of only those tenderers will be opened who qualify in the technical bid. The schedule time for opening of financial bids would be indicated later.
10. The bidding firm has to give a self certificate to the effect that it has not been blacklisted by any Central Ministry/Department, PSUs or Banks etc. The certificate has to deposit, as the case may be, will be forfeited and no excuse what so ever will be entertained therefor.
11. No bidding firm will be allowed to withdraw its bids after technical bids have been opened. If any firm intends to withdraw after opening of technical bids, its EMD will be forfeited.

12. Value of Contract

There is no definite value of contract. However, the expenditure on maintenance during the last year has ranged from about Rs. 12 Lakh.

13. Scope of Work

The work will have to be carried out in the workshop of the agency and also in the premises of the Shastri Bhawan. This will involve repair and servicing of the Cars.

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3. Eligibility Criteria

The firm have an experience of at least 3 (three) years in maintenance / service of cars and with business turnover of not less than Rs 10 lakhs per annum during the last 3 years and must possess PAN No. & Service tax No./VAT No./TIN No.

14. Evaluation of Bids

(a.) Technical Bid

The **Technical Bid** should include the following details, as indicated in **Annexure-I:-**

- (i) Name of the firm
- (ii) Business address of the firm
- (iii) Telephone No.
- (iv) Mobile No.
- (v) Annual turnover of the firm (Rupees 10 lakh per annum during last three years)
- (vi) Whether assessed to IT/ST and if so PAN / TIN (VAT) No.
- (vii) 15 digit Service Tax No. based on PAN
- (viii) Details of the past experience of providing the maintenance service
- (ix) Performance certificates from at least three Government organizations/PSUs
- (x) Copy of Income Tax Clearance / TDS Certificate
- (xi) The earnest Money of Rs.25,000/- (Rupees Twenty Five Thousand only) through a Demand Draft / Pay Order, Fixed Deposit, Bank Guarantee from any commercial bank in an acceptable form in favour of the Pay and Accounts Officer, Department of Education, Shastri Bhavan, New Delhi (No. _____ and date _____).

(b.) Financial Bids

The **Financial Bid** should indicate the rate against each item in the **BOQ** separately, as per items indicated in **BOQ(Annexure-II)**. Financial bids of only those tenders will be opened who qualify / fulfill the technical bids.

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4. Terms and Conditions

The following additional terms & conditions would also have to be followed by the tenders / bidder:-

- i) The tenderer should preferably be doing similar kinds of works for other Departments of Govt. of India/State Govt./autonomous bodies/PSUs.
- ii) The workshop of the tenderer should be within radius of 15 KMs of Shastri Bhawan.
- iii) The firm should have a proper parking space and also provide proper security to the cars of this Ministry in case of overnight parking;
- iv) The strength of Automobile engineer, electricians, denters, foremen, etc. should be mentioned;
- v) The firm should be able to provide proper towing facility and should also be able to attend to breakdowns on roads as and when required by this Ministry.
- vi) Schedule of labour charges will remain unchanged throughout the contract period of one year.
- vii) Spare parts to be provided should be of original and genuine quality and rates should be as per the approved rate lists of different companies manufacturing the vehicles. The old / replaced parts shall be the property of the Ministry and the workshop will return the same to the Ministry alongwith inventories of the parts replaced at the time of submission of the bill.
- viii) The contractor should ensure that the vehicle sent for repair jobs are repaired satisfactorily, if same type of problem arises within a month, the contractor has to re-repair the car for which no labour charge will be paid.
- ix) The contractor should ensure that no petrol is taken out of the vehicle under repair job. Amount of the petrol is to be recorded in the job card in presence of the driver while the vehicle is taken to workshop for repair.
- x) The contractor should be available on telephone for rendering service on all working days as also on holidays.
- xi) The contractor should ensure that no idle running is carried out.
- xii) In the event of any dispute over the contract, the decision of the Deputy Secretary (Admn.) Department of Higher Education, Ministry of Human Resource Development, will be final.
- xiii) The tenderers are required to produce certificate to prove their competence for undertaking the job in question and also furnish certificate from any Government Department for their goodwill and satisfactory performance.
- xiv) The terms and conditions mentioned in this tender document are subject to modification / alteration / deletion at the discretion of the Ministry before the final agreement is executed.

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- xv) The Tenderer should submit proof of work carried out by the firm during the last two years for Government organizations / Departments.
- xvi) The firms are requested to give their rates of the items indicated in Annexure, clearly in their letter heads.
- xvii) The tenderer should sign and stamp each page of this tender document as a token of having read and understood the terms and conditions contained herein.
- xviii) In case, the contracting firm is not able to accept the contract after it is awarded or if it is not able to do the work after accepting the contract, it will be liable to pay the damages to the department including the extra rate which this Ministry will have to pay to any other contractor for getting such work done.
- xix) The above act of backing out would automatically debar the contractor from any further dealing with this Ministry.
- xx) Jurisdiction for legal disputes, if any arising during the currency of the contract, will be settled in Delhi courts only
- xxi) Tenderers may please quote their unconditional rates strictly in the attached proforma. Cutting/overwriting, if any, should be countersigned.
- xxii) No advance payment, in any case, would be made to the firm
- xxiii) The tender has to be accompanied by an **Earnest Money Deposit of Rs.25,000/- (Rupees Twenty Five thousand only)** in the form of a Demand Draft/pay order/Fixed Deposit/Bank Guarantee from any commercial bank in an acceptable form in favour of the **Pay and Accounts Officer, Department of Higher Education**, , New Delhi. The successful bidder will have to deposit with the Department of Higher Education a **Security Deposit of Rs.75,000/- (Rupees Seventy Five Thousand only)** in the form of Account Payee Demand Draft, Fixed Deposit, Bank Guarantee from any commercial bank in an acceptable form in favour of the **Pay and Accounts Officer, (Education), Department of Higher Education, Shastri Bhavan, New Delhi** must be submitted to the Section Officer, S&S-II Section, Room No. 123-C, Shastri Bhawan, New Delhi (Ph No. 23384590) on or before last date/time of bid submission for the due fulfilment of the contractual obligations which is refundable without any interest on termination of the contract after deducting any penalty / any liability of any kind imposed by D/o Higher Education on account of unsatisfactory services.
- xxiv) The EMD will stand forfeited if the successful bidder withdraws or on notifying the rates, refuses to accept the tender or violate any other terms & conditions of the tender.
- xxv) The Ministry reserves the right to cancel the contract at any time without assigning any reasons whatsoever.
- xxvi) The Tender document not accompanied by the required EMD and or if the 'Technical Bid' and 'Financial Bid' are not submitted separately, the bid would not be considered and would be rejected summarily

Handwritten signature and date: 25/5/15

**TECHNICAL BID
ANNEXURE-I**

Sl. No.	Description	Documents to be Uploaded
1.	Name of the firm(Mention the Name of the firm)	
2.	Business address of the firm(Mention your business address)	
3.	Distance of garage from Shastri Bhawan (Mention the distance of garage/workshop from Shastri Bhawan)	
4.	Telephone No. / Mobile No.(Mention Tel. No. and Mobile No.)	
5.	Annual turnover of the firm (10 Lakhs during last three years)	Upload a CA certificate indicating the turnover during the last three years i.e. FY 2011-12, 2012-13 and 2013-14
6.	a) Whether assessed to IT/ST and if so PAN / TIN (VAT) No.	Upload copy of PAN Card and VAT Registration Certificate
	b) Copy of Income Tax Return for last three years	Upload copy of Income tax returns for the FY 2011-12, 2012-13, 2013-14
7.	15 digit PAN based Service Tax No.	Upload copy of Service Tax Registration Certificate
8.	Certificate from Ministries/Departments/ PSUs of the details of the past experience of servicing/repairing of staff cars	Upload the certificate from Ministries/Departments/PSUs of the details of past experience of servicing/repairing of staff cars
9.	List of current clients to whom the firm is rendering its services with certificates from them	Upload list of current clients to whom the firm is rendering its services with certificates from them
10.	Details of strength of engineers, electricians, dentors etc.	Upload strength of engineers, electricians, dentors etc.
11.	The earnest money of Rs.25,000/-(Rupees Twenty Five Thousand only) through a Demand Draft/ Pay Order/ Fixed Deposit, Bank Guarantee from any commercial bank in an acceptable form in favour of the Pay and Accounts Officer, Department of Education, Shastri Bhavan, New Delhi	Bank:- No.:- Date:-

(Signature and Seal of the bidder)

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Schedule for Labour Charges alongwith spare parts and warranty period (make of parts)***Strictly to be uploaded in BOQ Format**

Servicing

		Ambassador	Tata Indigo	Hyundai Accent	Maruit SX4	Toyota Etios
1.	Complete Servicing					
2.	Dry Lubrication					
3.	Oil Filter Change					
4.	Washing the Car					
5.	Polishing the Car					
6.	Rubbing & Polishing					

AC

1.	AC gas charging					
2.	AC servicing					
3.	AC mounting					
4.	AC dismounting					
5.	AC grill change					
6.	AC cooling coil change					
7.	AC compressor change					
8.	AC compressor overhauling					
9.	AC Condensor Fan					

UPHOLSTRY (inclusive of material)

		ordinary	Deluxe	Super Deluxe
1.	Floor carpet			
2.	Seats			
3.	Roof			
4.	Side-panel			
5.	Loose seat covers			
6.	Curtain set			
7.	Dry-cleaning of carpet, seats, roof and side panel			
8.	Dry-cleaning of loose seat covers and curtain set			

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MECHANICAL JOBS

		Ambassador	Tata Indigo	Hyundai Accent	Maruit SX4	Toyota Etios
1.	Engine overhaul					
2.	Piston Ring change					
3.	Head Gasket change					
4.	Replacing Timing chain/oil seal					
5.	Tune up of Engine					
6.	Carburetor Adjustment					
7.	Carburetor overhaul					
8.	Distributor overhaul					
9.	Fuel Pump overhaul					
10.	Change of Spark Plugs					
11.	Water Pump Overhaul					
12.	Replacing Fly wheel ring					
13.	Replacing Manifold packing					
14.	Remove and Refit of Radiator					
15.	Replacement of Fan Belt					
16.	Replacement of Hose Pipe					
17.	Replacement of Engine Foundation					
18.	Replacing Half Engine Assembly					
19.	Remove and re-fit of the engine					
20.	Remove and re-fit of oil pump					
21.	Replacing of the Accelerator Cable					
22.	Replacing Engine Welsh Plug					
23.	Showring of Radiator					

CLUTCH SYSTEM

1.	Clutch overhaul					
2.	Clutch Cylinder overhaul					
3.	Clutch Finger Betting					
4.	Replacement of Clutch/Brake paddle bush					
5.	Adjustment Clutch Paddle					
6.	Replacing Clutch Rod					
7.	Clutch Lathe work					
8.	Clutch Plate					

GEAR BOX

1.	Gear Box overhaul					
2.	Change Gear Box Front Oil Seal					
3.	Change Gear Box Rear Oil Seal					
4.	Change side cover packing					
5.	Change Gear Lever					
6.	Change Gear Box Foundation					
7.	Change Gear Lever Ball Joint					
8.	Change Gear Box packing					
9.	Adjust Gear Lever					
10.	Change Gear box speedo drive seal					

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PETROL TANK

1.	Remove and re-fit of the petrol tank					
2.	Remove clean & re-fit					
3.	Change petrol tank unit					

STEERING/SUSPENSION

1.	Steering overhaul					
2.	Steering self replacing					
3.	Steering Wheel replacing					
4.	Steering Ball Joint replacing					
5.	Steering Bracket change					
6.	Replacement Tie Rod Ends					
7.	Wheel alignment & caster camber					
8.	Remove & refit of steering					
9.	Change gear control rod					
10.	Overhaul suspension					
11.	Change suspension bushes					
12.	Change front/rear wheel bearing/oil seal					
13.	Power Steering Pipe assy. Kit					
14.	Power Steering belt					

DRIVING SHAFT

1.	Overhaul driving shaft					
2.	Changing choke including outer-welding					
3.	Straightening driving shaft					

BRAKE SYSTEM

1.	Overhaul brakes					
2.	Adjusting brakes					
3.	Master cylinder overhaul					
4.	Replacement of reverse light switch					
5.	Bleeding and adjustment brakes					
6.	Master cylinder change					
7.	Brake booster replacement					
8.	Change wheel cylinder washer & bleeding					
9.	Adjust brakes					
10.	Replacement of brake cable assembly					

REAR SUSPENSION

1.	Overhauling rear axle (one side)					
2.	Overhauling differential					
3.	Change rear shock absorber each					
4.	Recambering rear spring					
5.	Change rear spring					
6.	Rebushing rear spring					
7.	Differential packing change					
8.	Differential Oil seal change					
9.	Replace differential assy.					
10.	Replace rear brake drum					
11.	Replace rear axle oil seal					

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EXHAUST SYSTEM

1.	Fitting front pipe					
2.	Fitting tail pipe					
3.	Fitting silencer box					
4.	Fitting silencer bracket					

ELECTRICAL REPAIRS

1.	Dynamo overhaul/Alternator overhaul					
2.	Dynamo Pulley change					
3.	Regulator cut out change					
4.	Regulator cut out adjusting					
5.	Re-taping field Coil					
6.	Self starter overhaul					
7.	Self starter bandix change					
8.	Recharging batteries					
9.	Repairing horn rings					
10.	Tune up electrical horn set					
11.	Checking electric system					
12.	Resetting light					
13.	Change Dash board instrument					
14.	Change Horn relay & Flasher					
15.	Remove & Refit of Horn Assy					
16.	Replacing wiring complete					
17.	Replacing Ignition switch					
18.	Replacing Solonoid switch					
19.	Overhauling wiper motor					
20.	Focus Adjustment head lights					
21.	Stereo servicing/repair					
22.	Stereo/speaker fitting					
23.	Fog Light					
24.	Vip Light bonnet					
25.	Reading light					
26.	Siren (Horn with Mike)					
27.	Roof Light					

BODY REPAIRS

1.	Change front w/s glass rubber					
2.	Change rear w/s glass rubber					
3.	Change of repair door lock					
4.	Change door handle					
5.	Change door gola beedings					
6.	Change door glass channels					
7.	Change door inner rubber					
8.	Change door striger plate					
9.	Change dicky lock					
10.	Repair dicky lock					
11.	Replace glow box set					
12.	Repairing whole car					
13.	Applying full cover coat					
14.	Remove and re fit bumper					

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15.	Remove and re fit grill					
16.	Remove and re fit grill bonnet					
17.	Adjust bonnet lock					
18.	Change in colour					
19.	Denting full body					
20.	Full painting of DU/ICI paint					

TYRES

1.	One Tyre/Tube set i) Bridgestones ii) Appolo iii) MRF					
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Rates for accessories:

1.	New car battery i) Exide ii) Amaron					
2.	Sun shade					
3.	Mudguard flap-4pcs					
4.	Door mirror					
5.	Mudguard mirror					
6.	Fender trim					
7.	Carpet					
8.	Car Lock					
9.	Perfume(Normal)					
10.	Engine light with bulb					
11.	Fan revolving					
12.	Rubber mat set					
13.	Steering cover					
14.	Gear lever knob					
15.	Rear view mirror					
16.	Face tissue box					
17.	Wheel cover full					
18.	Wooden console					
19.	Fire extinguisher					
20.	Loose set cover white terri-cotton					
21.	Head rest on rear seat					
22.	Remote key					
23.	Safety mudguard					
24.	Tool box					
25.	Hydrolic jack					
26.	Antina					
27.	Seat belt					
28.	1 set curtain					
29.	1 set wiper blade					
30.	Mobile phone charger					
31.	FM Antena					
32.	One set loose cover fancy					
33.	Door lock					

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34.	Sony CD/DVD player set with necessary kit					
35.	Sony speaker i) Rear ii)Front					
36.	Foot mat(Normal)					

(Signature and Seal of the bidder)

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DECLARATION/UNDERTAKING

- 1) It is hereby declared that I will abide by the terms and conditions laid down in the said tender and have quoted the rates accordingly.

- 2) I/We hereby undertake that the damage caused, if any, either to Air-conditioner units/ fans etc. or to any other property of the Government through our negligence shall be at our risk and responsibility and that we shall make good the financial or any other loss that is resultantly sustained by the Government. I/We also undertake to agree that the decision of the Government of India, Department of Higher Education and Department of School Education and Literacy in this regard and on the matter of dispute arising due to the provisions of this contract shall be final and binding on me/us.

Signature (in Full)

Name (in block letters)

Seal/Stamp of the Firm

Phone No./Mobile No.

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7. Instructions of Online Bid submission

Instructions to the Bidders to submit the bids online through the Central Public Procurement Portal for e Procurement at <http://eprocure.gov.in/eprocure/app>

- 1) Possession of valid Digital Signature Certificate (DSC) and enrollment/registration of the contractors/bidders on the e-Procurement/e-tender portal is a prerequisite for e-tendering.
- 2) Bidder should do the enrollment in the e-Procurement site using the "Online Bidder Enrollment" option available on the home page. Portal enrollment is generally free of charge. During enrollment/registration, the bidders should provide the correct/true information including valid email id. All the correspondence shall be made directly with the contractor/bidders through email id provided.
- 3) Bidder need to login to the site through their user ID/ password chosen during enrollment/registration.
- 4) Then the Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by SIFY/TCS/nCode/eMudra or any Certifying Authority recognized by CCA India on eToken/SmartCard, should be registered.
- 5) The DSC that is registered only should be used by the bidder and should ensure safety of the same.
- 6) Contractor/Bidder may go through the tenders published on the site and download the required tender documents/schedules for the tenders he/she is interested.
- 7) After downloading / getting the tender document/schedules, the Bidder should go through them carefully and then submit the documents as asked, otherwise bid will be rejected.
- 8) If there are any clarifications, this may be obtained online through the tender site, or through the contact details. Bidder should take into account the corrigendum published before submitting the bids online.
- 9) Bidder then logs in to the site through the secured log in by giving the user id/ password chosen during enrolment/registration and then by giving the password of e-Token/Smartcard to access DSC.
- 10) Bidder selects the tender which he/she is interested in by using the search option & then moves it to the 'my tenders' folder.
- 11) From my tender folder, he selects the tender to view all the details indicated.
- 12) It is construed that the bidder has read all the terms and conditions before submitting their offer. Bidder should go through the tender schedules carefully and upload the documents as asked; otherwise, the bid will be rejected.
- 13) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender documents/schedule and generally, they can be in PDF/xls/rar/jpg/dwf formats. If there is more than one document, they can be clubbed together and can be provided in the requested format. Bidders Bid documents may be scanned with 100 dpi with black and white option. It is advisable that each document to be uploaded through online for the tenders should be less than 2 MB. If any document is more than 2MB, it can be reduced through rar and the same can be uploaded, if permitted. However, if the file size is less than 1 MB the transaction uploading time will be very fast.
- 14) If there are any clarifications, this may be obtained through the site, or during the pre-bid meeting if any. Bidder should take into account the corrigendum published from time to time before submitting the online bids.
- 15) The Bidders can update well in advance, the documents such as certificates, annual report details etc., under My Space option and these can be selected as per tender requirements and then send along with bid documents during bid submission. This will facilitate the bid submission process faster by reducing upload time of bids.
- 16) Bidder should submit the Tender Fee/EMD as specified in the tender. The original should be posted/couriered/given in person to the Tender Inviting Authority, within the bid submission due date & time for the tender or as indicated in the tender. Scanned copy of the instrument should be uploaded as part of the offer.
- 17) While submitting the bids online, the bidder reads the terms & conditions and accepts the same to proceed further to submit the bid packets.
- 18) The bidder has to select the payment option as offline to pay the Tender Fee/EMD as applicable and enter details of the instruments.
- 19) The details of the DD/ any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise submitted bid will not be acceptable or liable for rejection.
- 20) The bidder has to digitally sign and upload the required bid documents one by one as indicated. Bidders to note that the very act of using DSC for downloading the bids and uploading their offers shall be deemed to be a confirmation that they have read all sections and pages of the bid document including

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- General conditions of contract without any exception and have understood the entire document and are clear about the requirements of the tender requirements.
- 21) The bidder has to upload the relevant files required as indicated in the cover content. In case of any irrelevant files, the bid will be rejected.
 - 22) If the price bid format is provided in a spread sheet file like BoQ_xxxx.xls, the rates offered should be entered in the allotted space only and uploaded after filling the relevant columns. The Price-bid/BOQ template must not be modified/replaced by the bidder; else the bid submitted is liable to be rejected for this tender.
 - 23) The bidders are requested to submit the bids through online e-tendering system to the Tender Inviting Authority (TIA) well before the bid submission end date & time (as per Server System Clock). The TIA will not be held responsible for any sort of delay or the difficulties faced during the submission of bid online by the bidders at the eleventh hour.
 - 24) After the bid submission (i.e. after Clicking "Freeze Bid Submission" in the portal), the acknowledgement number, given by the system should be printed by the bidder and kept as a record of evidence for online submission of bid for the particular tender and will also act as an entry pass to participate in the bid opening date.
 - 25) The time settings fixed in the server side & displayed at the top of the tender site, will be valid for all actions of requesting, bid submission, bid opening etc., in the e-tender system. The bidders should follow this time during bid submission.
 - 26) All the data being entered by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered will not be viewable by unauthorized persons during bid submission & not be viewable by any one until the time of bid opening.
 - 27) Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers' public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
 - 28) The confidentiality of the bids is maintained since the secured Socket Layer 128 bit encryption technology is used. Data storage encryption of sensitive fields is done.
 - 29) The bidder should logout of the tendering system using the normal logout option available at the top right hand corner and not by selecting the (X) exit option in the browser.
 - 30) For any queries regarding e-tendering process, the bidders are requested to contact as provided in the tender document. Parallely for any further queries, the bidders are asked to contact over phone:1-800-233-7315 or send a mail over to [-cppp-nic@nic.in](mailto:cppp-nic@nic.in).

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8. TENDER ACCEPTANCE LETTER
(To be given on Company Letter Head)

Date

To

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: _____

Name of Tender / Work:-

Dear Sir,

1. I/We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' for the web site(s) namely:

as per your advertisement, given in the above mentioned website(s).

2. I/We hereby certify that I/we have read the entire terms and conditions of the tender documents from Page No. _____ to _____ (including all documents like annexure(s), schedule(s), etc.,) which form part of the contract agreement and I/we shall abide hereby by the terms / conditions / clauses contained therein.

3. The corrigendum(s) issued from time to time by your department/organization too have all been taken into consideration, while submitting this acceptance letter.

4. I/We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totally / entirely.

5. In case any provisions of this tender are found violated, then your department/organization shall without prejudice to any other right or remedy be at liberty to reject this tender/bid including the forfeiture of the full said earnest money deposit absolutely.

Yours faithfully,

(Signature of the Bidder, with Official Seal)

Handwritten signature
25/5/15